



## NC E-Procurement Upgrade Go-Live Postcard #14

### NCAS Agency Edition

**Open Transactions** The transactions that remain open in the [archive NC E-Procurement](#) system can be **received, closed and/or transitioned until September 27**. Purchase orders that are in 'Ordered' or 'Receiving' status should be fully received in the old system or transitioned to the upgraded NC E-Procurement. Open Transaction reports have been distributed to your agency procurement office to help identify transactions that need to be completed. If you have any further questions, please refer to the Open Transaction [reference guide and training](#) or contact the NC E-Procurement Help Desk at 888-211-7440, option 1, or at [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov).

**Updated Commodity Codes** The State of North Carolina Division of Purchase and Contract has **updated the list of NIGP Commodity Codes** on their [website](#). A list of the major changes from the old commodity codes to the new commodity codes has also been posted.

**Training Materials** Please remember that all the training materials you may have used to help you transition from the old NC E-Procurement to the upgraded system **will continue to be available** on our [training page](#). These job aids and WBTs can be very useful to help train new users and are also a wonderful resource to help refresh your knowledge of NC E-Procurement.

Note: Many of these documents are password protected. Please contact the NC E-Procurement Help Desk for the training login information.

**Newsletters** Through the upgrade we have used both newsletters and postcards to communicate dates, updates, opportunities and deadlines. This postcard will be **the last weekly postcard** but we will continue to share important information with you through our newsletter.

**Feature Focus: Adding a New Tab** You can also add a new tab to access information more easily. If you have a few Saved Searches that you look at frequently, rather than running each one individually, you can add them to their own tab and see the results at the same time.

This new tab has Saved Searches portlets so these searches can be seen just by clicking on the tab:

The screenshot displays the 'Saved Searches Dashboard' in the NC E-Procurement system. The dashboard includes a navigation bar with 'Home', 'Saved Searches', 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area features three portlets: 'Search' (with a search bar and 'Search' button), 'Requisition Search' (with a table of requisitions), and 'Requisitions in Submitted' (with a table of submitted requisitions). A yellow callout box with an arrow pointing to the 'Requisition Search' portlet contains the text: 'You can create meaningful searches and add them to your new tab for quick reference.'

### **Follow-Up**

We sent this postcard to NC E-Procurement NCAS agency users, Purchasing Directors, and Finance Officers.

*Questions about information covered in this Postcard?* Send an e-mail to: [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov)